

**Department of Land Management
Building and Zoning Division**
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR
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KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST **NEW CONSTRUCTION-COMMERCIAL STRUCTURE**

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted**

****Note: Please be advised additional documentation may be required by the Building Division****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- ☐ 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
 - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application \(original\)](#)
- ☐ [Plumbing Application](#): Plumber must have an active license with the Town of Southampton
- ☐ Completed [NYS Uniform Fire Prevention & Building Code Form](#)
- ☐ Planning Board approval (approved site plan with Planning Board resolution)
- ☐ ComCheck
- ☐ Suffolk County Department of Health Services Approval
- ☐ Workman's compensation. Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ Fee (based solely on square footage & plumbing fixtures)

****Note: Final Fees will be calculated at Front Desk at time of Submittal ****

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- ☐ 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- ☐ Zoning Board of Appeals Approval: If proposed project requires a variance
- ☐ [Electrical Permit](#): Electrician must have an active license with Suffolk County **FILED SEPERATELY**
- ☐ [Coastal Erosion Hazard Permit](#): If construction is south of Coastal Erosion line
- ☐ [Fill Composition Certification](#) Town Code §123.47-123.50: If offsite fill exceeds 20 cubic yards

Verification of Ownership or Authorization

- ☐ Original Signed & Notarized Agent Letter : if applicant is other than owner
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

****Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application****